***Computer Maintenance Checklist***

|  |  |
| --- | --- |
| **Weekly checklist** | |
|  | Perform virus check |
|  | Update all virus definitions |
|  | Create backup of all important data |
| **Monthly Checklist** | |
|  | Perform disk cleanup |
|  | Clean monitor |
|  | Clean keyboard |
|  | Clean mouse |
|  | Clean printer |
| **Three-month checklist** | |
|  | Defrag all hard drives |
|  | Run scandisk |
| **Yearly checklist** | |
|  | Clean inside of computer |